Overview

Trigger:

Departments may change the normal process of printing a deposit advice during payroll processing and/or opting out of the sick leave conversion process for selected employees.

Business Process Procedure Overview

Payroll users with the "Department Payroll Coordinator" role in SAP may use the "Choose Optional Processes" transaction to update the "Print Deposit Advice" and/or "Convert Sick Leave" flags in SAP. The system default for both of these flags is "Yes". No entry is necessary unless you want to change a flag to "No", or change a flag that was set to "No" back to "Yes".
 	
   ➢ Payroll users with the "Payroll Monitor" or "Time Entry Operator" role may view the flag settings.
 	
Print Deposit Advice: The system default for this flag is "Yes". A deposit advice will be centrally printed during payroll processing each pay period (for employees that are set up for direct deposit and eligible to receive pay) provided this flag has not been changed to "No".
 	
   ➢ Changes made to the "Print Deposit Advice" flag will remain in effect unless a change is made by the Department Payroll Coordinator.
 	
Departments must ensure each employee not receiving a deposit advice has access to their pay statement through one of the methods listed below.
 	
   ➢ Have access to the ESS internet portal where they can view and/or print their pay statement(s) for the most recent 52 pay periods.
 	
   ➢ Have a pay statement printed and given to them by department staff. The "View/Print Pay Statement" transaction is available in the "Reports - After Payroll Run" folder in the SAP Payroll System.
 	
The deposit advice generated during payroll processing is similar to the pay statement available to payroll staff in SAP, as well as to employees with ESS access.
 	
   ➢ To view the differences between the deposit advice that is centrally printed and the pay statement, please refer to the Business Process Procedure document for "View/Print Pay Statement".
 	
Convert Sick Leave: The system default for this flag is "Yes". Employees eligible to convert sick leave will do so automatically during Leave Yearend Processing, provided this flag has not been changed to "No".
 	
Employees who do not want to convert sick leave may "Opt Out" of the sick leave conversion process by notifying their Department Payroll Coordinator prior to Leave Year End Processing. Upon notification, the Department Payroll Coordinator shall change the "Convert Sick Leave" flag to "No".
 	
   ➢ The "Convert Sick Leave" flag will be reset to "Yes" annually after Leave Yearend Processing has been completed.

Procedural Steps

1.1. Access transaction by:

Via one of the following Menus: Agency Payroll Coordinator Menu, Agency Payroll Monitor Menu, or Agency Time Entry Operator Menu	Agency Payroll Coordinator → Choose Optional Processes Agency Payroll Monitor → Chose Optional Processes Agency Time Entry Operator → Choose Optional Processes
Via Transaction Code	Z_OPTIONAL_PROCESSES
Via Favorites Menu	Choose Optional Processes

1.2.1 Double click on "Choose Optional Processes" the following screen will display for payroll users with the "Payroll Coordinator" role:

Input – Required Fields	Field Value
Personnel Number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit and Distribution Code
Print Deposit Advice?	Used to select "Print Deposit Advice" flag (Yes/No)
Convert Sick Leave?	Used to select the "Convert Sick Leave" flag (Yes/No)
Page Breaks	Yes or No
View Current Choices	Displays the current status for optional process flags
Change Current Choices	Changes the current status for selected optional process flag
Clear Screen	Clears entries from the selection screen

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Payroll Department: Choose Optional Processes	
File Name:	H:\APAYROLL\BP-Manage Payroll\BPPs External\Choose Optional Processes.doc	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Coordinator	Status:	Issued: 05/08/2008 Revised: 11/05/2008

1.2.2   Double click on "Choose Optional Processes" the following screen will display for payroll users with the "Payroll Monitor" or "Time Entry Operator" role:

Input – Required Fields	Field Value
Personnel Number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit and Distribution Code
Page Breaks	Yes or No
View Current Choices	Displays the current status for optional process flags
Clear Screen	Clears entries from the selection screen

1.3   The "Personnel Number" field is used to select specific employees by entering the employee identification number(s) in the "Personnel Number" field. Enter more than one EIN by clicking on the multiple selection ⬜ icon to the right of the "Personnel Number" field. A box appears that allows entry of multiple EIN's. **(Leave this field blank if using the "Organization key" selection filter.)**

1.4   The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group. The entry format is "ddd (blank) uuuudddd". Use the wild card symbol, *, in the selection criteria as one of the unit or distribution digits to get all employees within the same org key. To print the report for all employees in department 100 and units with 04, enter 100(space)04*. Enter multiple organization keys by clicking on the multiple selection ⬜ icon to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. **(Leave this field blank if using the "Personnel Number" selection filter.)**

➢ When using the "Organization key" option, changes will only be applied to existing employees in the org key at the time of the update.

1.5 **The "Options Yes/No (Select one and press enter to display options menu)" is used by the "Department Payroll Coordinator" to select the "Print Deposit Advice?" or "Convert Sick Leave?" optional process and the "Yes" or "No" flag setting.** The system default for the optional process flag settings is "Yes". (The display options for the "View Current Choices" button are included in Section 1.7 below.)

Options Yes/No (Select one and press enter to display options menu)
- ⦿ Print Deposit Advice?
- ○ Convert Sick Leave?

Yes
No

1) Click on the radial ○ button next to "Print Deposit Advice?" or "Convert Sick Leave?" to select the desired optional process (the button will look like this ⦿ after you click on it).

2) Press "Enter" to display the options menu ☐ (click once in the options menu, then click on the desired "Yes" or "No" flag setting to select it).

3) Click the "Change Current Choices" button to change the flag setting (see Section 1.8 below).

1.6 **The default for "Page Breaks" is set to "No".** Click on the radial button next to "Yes" to enable the page breaks function.

1.7 **Click on the "View Current Choices"** [View Current Choices] **button to display the current status of the "Print Deposit Advice?" and/or "Convert Sick Leave?" optional process flags for selected employees.** Entry of the "Personnel Number" or "Organization key" is required.

➤ To display the "Print Deposit Advice?" and "Convert Sick Leave?" flag settings your options menu ☐ should be blank, as shown below. As long as the options menu is blank, the settings for both flags will display, regardless of which optional process has been selected.

Options Yes/No (Select one and press enter to display options menu)
- ⦿ Print Deposit Advice?
- ○ Convert Sick Leave?

➤ To display employees set with the "No" flag setting select the optional process you want to display along with "No" in the options menu. The "No" option only allows you to view data for one optional process at a time. (The example below shows the selection for the "Print Deposit Advice?" optional process flag "No" setting)
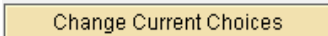
Options Yes/No (Select one and press enter to display options menu)
- ⦿ Print Deposit Advice?
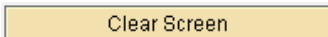- ○ Convert Sick Leave?

Yes
No

Accelerated SAP State of Utah	Organization/Area: Agency Payroll Administration	BUSINESS PROCESS PROCEDURE Payroll Department: Choose Optional Processes	
File Name:	H:\APAYROLL\BP-Manage Payroll\BPPs External\Choose Optional Processes.doc	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Coordinator	Status:	Issued: 05/08/2008 Revised: 11/05/2008

➢ To display employees set with the "Yes" flag setting select the optional process you want to display along with "Yes" in the options menu. The "Yes" option only allows you to view data for one optional process at a time. (The example below shows the selection for the "Print Deposit Advice?" optional process flag "Yes" setting)

1.8   The "Change Current Choices" [Change Current Choices] **button is used by the "Department Payroll Coordinator" to change the "Print Deposit Advice?" or "Convert Sick Leave?" flag setting.** Entry of the "Personnel Number" or "Organization key" is required. Once you have selected the "Print Deposit Advice?" or "Convert Sick Leave?" optional process and the "Yes" or "No" flag setting, click on the "Change Current Choices" button to update the flag setting. A report will display showing the information for each of the EIN(s) that were updated, including the optional process and flag setting for each employee.

➢ The "Print Deposit Advice" flag only applies to employees who are set up for direct deposit and are eligible to receive pay. Employee's receiving an actual pay check will display on the report as "Check".

➢ The "Convert Sick Leave" flag setting only applies to employees who are eligible for leave. Employee's who are not leave eligible will reflect "Not Lv Eligible".

1.9   The "Clear Screen" [Clear Screen] **button is used to clear entries from the selection screen.** To clear entries from the screen, click the "Clear Screen" button.

1.10   To print the report, click on the Print (Ctrl + P) 🖨 icon, or choose System > List > Print from the screen heading toolbar.

2.0   Examples of completed selection filters and the related reports follow:

2.1.1 Selection criteria to display optional process flags for all employees in Org key 100 041*. (Enter Org key 100 041* and click the "View Current Choices" button.)

2.1.2 The "Current Status of Optional Processes" report for employees in Org key 100 041* is shown below. Use the scroll bar on the right side of the screen to view the rest of the page (or to view multiple pages).

2.2.1 **Selection criteria to set the "Print Deposit Advice" flag to "No" for all employees In Org key 100 041*.** (Enter Org key 100 041*, select the radial button for "Print Deposit Advice", select "No" from the options menu and click the "Change Current Choices" button.)

2.2.2 **The "Current Status of Optional Processes" report will display for the "Print Deposit Advice" flag update.** Use the scroll bar on the right side of the screen to view the rest of the page (or to view multiple pages).

2.3.1 **Selection criteria to set the "Convert Sick Leave" flag to "No" for one of the employees in Org key 100 041*.** (Enter the Personnel Number, select the "Convert Sick Leave?" radial button, select "No" from the options menu and click the "Change Current Choices" button.)

2.3.2 **The "Current Status of Optional Processes" report will display for the "Convert Sick Leave" flag update.** Use the scroll bar on the right side of the screen to view the rest of the page (or to view multiple pages).

| Accelerated SAP

State of Utah | Organization/Area:
Agency Payroll Administration | BUSINESS PROCESS PROCEDURE

Payroll Department:
Choose Optional Processes | | |
|---|---|---|---|---|
| File Name: | H:\APAYROLL\BP-Manage Payroll\BPPs External\Choose Optional Processes.doc | Release: | R/3 ECC 5.0 | |
| Responsibility: | Department Payroll Coordinator | Status: | Issued: 05/08/2008 | Revised: 11/05/2008 |

2.4.1 Selection criteria to display optional process flags for employees in Org key 100 041*. (Enter Org key 100 041* and click the "View Current Choices" button.)

2.4.2 The "Current Status of Optional Processes" report for employees in Org key 100 041* is shown below. The report displays the "Print Deposit Advice" and "Convert Sick Leave" flag settings. Use the scroll bar on the right side of the screen to view the rest of the page (or to view multiple pages).